

SkillsLink News

Winter 1992

Volume 2 Number 1

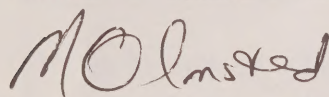
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ANNIVERSARY ISSUE: SkillsLink News is one year old

NOTES FROM EDITOR

It was one year ago that we published the first issue of SkillsLink News -- your quarterly SkillsLink newsletter that updates you on SkillsLink products, services, and people. During that time, SkillsLink News has developed from a one-page into a four-page newsletter -- reflecting the evolution of SkillsLink products and services and the growing network of "Skilled-Linkers".



Marcia Olmsted, Director of SkillsLink

YEAR IN REVIEW

- We added 17,000 training resources from 400 more training organizations in the last twelve months, for a total of 86,000 resources from 1,500 organizations.
- We added all Ontario university continuing education resources to the existing listings of:
 - ▶ Private training organizations
 - ▶ Training consultants

- ▶ Community colleges
- ▶ Registered private vocational schools
- ▶ Self-study producers and distributors

- In response to your feedback, SkillsLink launched a variety of new features, including:
 - ▶ Extension of the upper limit on printouts to 50 training resources
 - ▶ Upgraded communications diskette with the new SKPRINT feature
 - ▶ Extension of the automatic disconnect to 5 minutes
 - ▶ Title Searching (see feature "How To..." article below)

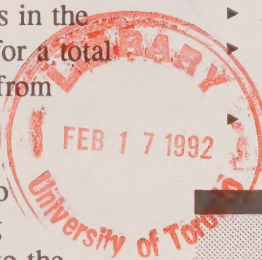
- SkillsLink "giveaways" offered to you through SkillsLink News over the past year included:
 - ▶ Demonstration Diskette
 - ▶ Customized Information Sheet
 - ▶ Monthly Search Log Sheet

- ▶ Tips & Tricks Sheet
- ▶ SkillsLink Search Request Form
- ▶ Most common abbreviations & acronyms (see article below)

It's not too late -- all of these are still available to you on request. Just call Sue or Alies at 969-8713 or 1-800-268-0248.

- And best of all, there are now three times as many of you using SkillsLink Online and four times as many using our SkillsLink SingleSearch service as compared to last year.

SkillsLink News is only one way we can share information with you. Call us, fax us, write us, or send us electronic mail for free on Option 15 of SkillsLink's main menu. Your feedback is important to us!



What SkillsLink clients say:

"We used to have to keep a lot of brochures, pamphlets and calendars. Since we started using SkillsLink ... a search for training ... is much quicker and therefore more economical."

"I like the look of the finished product of the search when printed: the table of contents page and the detail of the courses offered."

Elizabeth Sharp, Coordinator of Library Services,
Ministry of Community and Social Services,
Toronto

Please circulate to:

GOVERNMENT TRAINING SERVICES: UPDATE TO HIDDEN TREASURE ON SKILLSLINK

The Government Services section on SkillsLink has been available free to all of our Online clients since we launched in May of 1990. This section of SkillsLink brings together basic information on major programs and services from the Federal and Ontario Provincial governments that offer assistance in any form for training.

SkillsLink staff have just completed a major update to this section. There is now information for 61 Federal and 36 Provincial programs that you can access through Option 12 on the SkillsLink Main Menu.

In addition to updating the programs, we have added a directory of all Ontario Skills Development Offices in the Province. The Directory of Canada Employment Centres has also been updated.

For your convenience, we will make a paper list of government training programs available to our clients with the next issue of SkillsLink News.

PROFILE ON TITLE SEARCHING

As promised in the last issue of SkillsLink News, we have delivered TITLE SEARCHING to your fingertips. Not only can you continue to search by subject, the new Title Search feature now gives you the alternative of searching for one or more words within the

title of a training resource listed on SkillsLink. The following section tells you how...

Within Search Options 1, 3, and 5-9 on the Main Menu, when prompted to enter words that reflect what you are searching for, you can now precede these words with "*"t" to search SkillsLink titles.

For example, "*"t happy holidays" will zero in on the training resource of that name.

With the release of this new feature, we have modified some SkillsLink screens and help features to reflect your new options. Option 14 on the Main Menu - How to Use SkillsLink - has a new "Title Searching" section.

This section provides all the information you need to do

QUICK GUIDE TO TITLE SEARCHING *t

WHY:

- Zero in on a specific course
- Track down a training organization where all you can remember are some words from the course name

FROM WHERE:

- Options 1, 3, and 5-9 on Main Menu

HOW:

- Follow screen instructions

TIPS:

- Use as few words as possible (SkillsLink ignores words such as 'the, an, and, of')
- The order of the words is not important (SkillsLink checks for all combinations of the words you enter)
- Be as specific as possible (avoid using generic words like "principles, study, skills, training" to keep your search efficient)
- Because resources are listed in the language of delivery, the screen language and the data language must match. For example, you can only search for a French title from a French screen
- If in doubt, review Main Menu Option 14 - How to Use SkillsLink - or, call the SkillsLink Client Services Team!!

effective title searching on SkillsLink. Feel free to use this or any other part of Option 14 as a refresher for yourself or anyone else in your organization. It's always up-to-date and it's free.

With the next issue of SkillsLink News, we will include a "Title Searching Tips & Tricks" Sheet that you can post beside your SkillsLink workstation.

Let us know what you think of this new feature. SkillsLink Title Searching is for you!

SKILLSLINK NEWS WINTER GIVEAWAY

Our Client Services Team has assembled a list of the most common abbreviations and acronyms that SkillsLink accepts. Using these short forms is a great way to make your searching even more efficient. For copies of the complete list, call Sue or Alies at 969-8713 in Toronto or 1-800-268-0248 from anywhere else in Ontario.

TALK TO SKILLSLINK LISTERS: USE SKILLSLINK LISTER NEWS

In February, all 1,500 training organizations that list their training resources on SkillsLink will receive the first issue of SkillsLink Lister News.

This newsletter will provide another way for SkillsLink customers and SkillsLink listers to talk to each other. So, let us know what information you would like SkillsLink listers to list and we'll make sure it goes into a future issue of SkillsLink Lister News. Your feedback is important to them!

YOU ASKED US: WHAT "NO SCHEDULE" MEANS

When you are looking at the detailed descriptions of training resources on SkillsLink and select "S" for Schedule Detail from the menu band at the bottom of the screen, there are two things that can happen:

- 1) You get a list of scheduled times and places. For example:

Islington, Ontario	March 19, 1992	March 20, 1992
Cornwall, Ontario	April 17, 1992	April 18, 1992

OR

- 2) You get the message: "The Schedule for this item is presently not available. Please contact the organization for additional information."

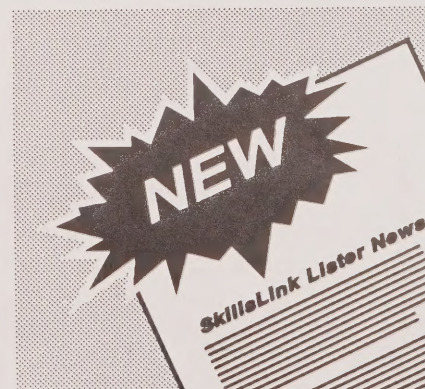
"We've been using SkillsLink for all our training research for some time now and we're very pleased with the results ... Searches are quick and easy and the information is fully detailed, right down to the purchase price and offering dates. We encourage vendors to list with SkillsLink as a viable alternative to paper advertising."

Joan La Croix, Manager,
Information Systems Training,
Mutual Life of Canada,
Waterloo

The "not available" message can mean one of two things: that the course is only available on demand, or that this scheduled course has already begun.

SkillsLink automatically removes time and place information for scheduled seminars and workshops and continuing education courses once the course start dates arrive. However, we encourage you to contact the organization directly for scheduling information that has not yet been published.

We take scheduling information directly from the training organizations and only remove courses from the system when we have verified with the training organization that they are no longer offered.



ONTARIO INVITES YOU TO PARTICIPATE

The Ontario Government has recently released a consultative paper (*Skills to Meet the Challenge: A Training Partnership for Ontario*) outlining new structures for training in Ontario. Everyone who is involved in training in the Province is encouraged to read and comment on this document. For copies, please contact:

Ontario Training and Adjustment Board Project
9th Floor, 595 Bay Street
Toronto, Ontario
M5G 2C2

Tel: 1-800-387-5656
1-800-387-0743 T.D.D. line
(Telephone Device for the Deaf)

SAMPLE

Here is a sampling of some of the interesting subjects in SkillsLink that can be accessed using an acronym

(ABE)	Adult Basic Education
(ASL)	American Sign Language
(AI)	Artificial Intelligence
(CPR)	Cardiopulmonary Resuscitation
(CPS)	Certified Professional Secretarial
(CAD)	Computer Aided Design
(CAM)	Computer Aided Manufacturing
(CICS)	Customer Information Control Systems
(DBRC)	Database Recovery and Control
(ESL)	English as a Second Language
(EEC)	European Economic Community
(ESP)	Extra Sensory Perception
(HRIS)	Human Resources Information Systems
(JIT)	Just In Time
(MTSO)	Machine Tool Setter Operator
(WHMIS)	Workplace Hazardous Material Information System

UPCOMING EVENTS

It was great to see you at so many conferences in the last few months, including the Fifth Human Resources Seminar of the Sectoral Skills Council, the CITC Conference, the Ontario Hospital Association Conference, Canada Online, and the Ontario Society for Training & Development Conference. There's more to come...

- Ottawa Universities/SkillsLink Joint Breakfast Seminar, February 13, 1992, Lord Elgin Hotel, Ottawa, 8:30 to 10:00 am. Come and hear about the latest training offerings from continuing education departments of Carleton University and the University of Ottawa. Call Sue or Alies at SkillsLink to register.
- It's not too late to LETT us know if you want to register for the Leading Edge Training Technology (LETT) Conference, February 27-28, 1992.
- Insurance Conference on February 10 and 11 at Sheraton Centre, Toronto.
- HRP AO (Human Resources Professionals Association of Ontario) at exhibits on April 1, 2 and 3, at Metro Convention Centre.

Contact us at

(416) 969-2438 or
1-800-268-0248 or
Fax: (416) 975-0782

SkillsLink
"Training Decisions
Made Simple"



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